

Glossary

Before you get started planning a Special Event with the City of Santa Barbara, please review the following terms that are commonly used in this guide.

Applicant. *A qualified person who has submitted an application for a special event.* To be qualified as an applicant the person must be the event organizer and have personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions, or be the authorized representative of an entity that is the event organizer that has legal capacity and responsibility for the special event and compliance with all permit terms and conditions. This person must be available to work with the City's Special Events Coordinator or his/her Designee throughout the permitting process.

City Property. Beaches, parks, facilities, streets, plazas, and in the street right of way owned by the City.

City-Sponsored Event. An event that is included in the Arts and Economic Vitality Program that involves interdepartmental work efforts to enhance economic vitality, strengthen commercial corridors, and promote tourism, arts and cultural activities, or are organized and operated by the City. As a City-sponsored event, there may be a variety of financial and in-kind resources that are provided to the event organizer. Examples of City-sponsored events include Earth Day, Solstice, Independence Day, Fiesta, and the Christmas Parade.

Conditional Special Event Permit. A Conditional Special Event Permit is the initial phase of the permitting process for a special event prior to the receipt of the final Special Event Permit. The conditional permit is granted following submittal of the Special Event Application and initial review by staff. The permit and accompanying Permit and Compliance Item Checklist outline the preliminary permit terms and conditions and fees based on the submitted application. The terms, conditions, and fees may be modified as the application continues through the planning process, based on changes made to the original application or scope of the event and/or additional requirements made by the City.

Denial Letter. A Denial Letter indicates that the Special Event Application is being denied. Reasons for denial will be included in the letter. Some potential reasons for denial of an application are listed under Permit Denial, Revocation and Appeal Procedure in this guide.

Extended Review Letter. An Extended Review Letter indicates that more time is needed to review the Special Event Application. After this additional review process, a Conditional Special Event Permit or a Denial Letter will be issued.

Event organizer. Any person who conducts, manages, promotes, organizes, aids or solicits attendance at a special event.

Final Special Event Permit. A Special Event Permit is not considered fully executed or final until the permit is signed and authorized by the Special Event Coordinator or his/her designee. A final permit shall not be granted until all fees have been paid and all pre-event permit terms and condition requirements have been met. The permit shall designate venue, days, times (including set-up, break-down, and actual event), fees, terms and conditions, and additional requirements as appropriate. Once issued, the Final Special Event Permit shall be available at the event site and furnished upon request during the entire event reservation.

First Amendment Events. A First Amendment Event, as referenced in these Guidelines, is an event for the purpose of expression protected by the First Amendment. Such events are exempt from some of the requirements stated herein for the purpose of protecting the right of free speech. A First Amendment Event is not required to apply for a Special Event Permit unless it involves the following circumstances: erection of fencing, tents, stages,

barricades, booths, or other structures or the closure of all or a portion of any street or sidewalk, or diversion or control of vehicular traffic in order to provide for the safety of participants. However, in circumstances where a Special Event Permit is not required for First Amendment Events, it is recommended that the event organizer notify the Special Events Coordinator by **Submitting a First Amendment Event Notification via the Special Event Webpage**. This simple form/process will alert multiple City departments of the event in advance, allowing staff time to organize City resources to both support the event and ensure public safety. This notification will also benefit the First Amendment Event Organizer as they will be made aware of any potential conflicts such as scheduled construction projects or a previously booked event for the same date and location.

The insurance and indemnification requirements stated in this guide shall be waived by the City Risk Manager if the applicant or an officer of the sponsoring organization signs a verified statement that (i) he or she believes the event's purpose is First Amendment expression, and (ii) he or she has determined that (a) the cost of obtaining insurance is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression, or (b) it is impossible to obtain insurance coverage.

Large-Scale Special Events. Any event that has 2,500 people or more in attendance, with one or more of the following characteristics, may be classified as a Large-Scale Special Event: occupying a large area of City property over a period of one or more days, having a large and complex setup with significant impact to the event location, affecting adjacent street and other public areas, selling admission tickets, or charging participant fees.

Large-scale special events may also be required to provide the following plans.

- Alcohol Management Plan
- Event Security Plan
- Sound Management Plan
- Neighborhood Impact Mitigation Plan

Events that do not fall into the "Large-Scale Special Event" category because of the number of attendees, but have significant impact because of the duration of the event, use of City property, service of alcohol, number of setup and breakdown days, and/or offer high-risk activities, may be subject to additional requirements.

Permittee. Any person issued a permit for a special event is referred to as the "permittee." To be qualified as a permittee the person must be the event organizer and have personal legal capacity and responsibility for the special event and compliance with all permit terms and conditions, or be the authorized representative of an entity that is the event organizer that has legal capacity and responsibility for the special event and compliance with all permit terms and conditions.

Professional Event Organizer. The permittee may contract with a professional event organizer or service provider to represent the sponsoring organization. This person or entity may be authorized to plan the event and work with City Staff in implementing the plan. The professional event organizer must be available to work with City Staff throughout the planning process.

Public Event. As it applies to events held in indoor and outdoor venues, any event that is open to the general public is considered a public event.

Santa Barbara Municipal Code (SBMC). The Santa Barbara Municipal Code or SBMC is referred to throughout this guide. You may look up the full text of any SBMC section on the City's website, or by using this link <https://www.santabarbaraca.gov/gov/cityhall/municode.asp>.

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